

## RP3 Application Guidance and Resources

The table below includes key documentation requirements and resources for RP3 questions that commonly require clarification:

| Question Title                                                         | Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| <i>I.B1. National Reliability Benchmarking</i>                         | <ul style="list-style-type: none"> <li>• Show how your utility benchmarks reliability performance using measures such as SAIDI, SAIFI, CAIDI, and ASAI.</li> <li>• If submitting EIA-861 data, show how it is used for national benchmarking; your survey submittal or your utility's reliability data alone does not qualify for credit.</li> <li>• A <a href="#">PowerTRX Reliability subscription</a> satisfies the national benchmarking requirement.</li> </ul>                                    |
| <i>I.D1. Utility Emergency Response Plan</i>                           | <ul style="list-style-type: none"> <li>• Attach an executive summary, table of contents, or the completed version of your utility's emergency response plan including the revision date.</li> <li>• Indicate page numbers in the table and highlight the relevant sections.</li> <li>• If needed, submit a redacted copy for sensitive information.</li> <li>• APPA's <a href="#">Emergency Action Plan template</a> can help guide plan development.</li> </ul>                                        |
| <i>I.D2. Disaster Drills</i>                                           | <ul style="list-style-type: none"> <li>• Show that the utility conducts emergency drills or exercises tied to emergency response and business continuity.</li> <li>• Include lessons learned and any improvements made as a result.</li> <li>• Routine office fire or tornado drills do not count unless tied to utility emergency response or operations.</li> <li>• APPA's <a href="#">Emergency Preparedness Tabletop Exercise-in-a-Box</a> toolkit can help develop a tabletop exercise.</li> </ul> |
| <i>II.A2. Directive to Use, Read, and Understand the Safety Manual</i> | <ul style="list-style-type: none"> <li>• Provide a formal written directive from utility management instructing all employees to use, read, and understand the designated safety manual.</li> <li>• Review the sample <a href="#">Safety Manual Written Directive</a>.</li> <li>• Examples include a memo or email sent to all employees from utility leadership.</li> <li>• A signed front page of a safety manual doesn't meet the intent of this question.</li> </ul>                                |
| <i>II.B5. Safety Orientation Practice or Procedure</i>                 | <ul style="list-style-type: none"> <li>• Provide policy or procedure for conducting safety orientations with non-utility employees working on your system (contractors/mutual aid crews)</li> <li>• Refer to the sample <a href="#">Safety Orientation Guide</a>.</li> <li>• The orientation should communicate utility-specific safety standards, rules, processes, and procedures before work begins.</li> </ul>                                                                                      |
| <i>III.A2. Knowledge Management</i>                                    | <ul style="list-style-type: none"> <li>• Select all applicable knowledge management tools used by your utility.</li> <li>• Provide documentation or clear descriptions for each tool selected.</li> <li>• Clearly differentiate job shadowing and cross-training and include examples when applicable.</li> <li>• Reference document names and page numbers to help reviewers quickly locate supporting information.</li> </ul>                                                                         |
| <i>III.B1. Goal Setting Process</i>                                    | <ul style="list-style-type: none"> <li>• Provide evidence of individual, measurable goals with clear, actionable outcomes, not just general department-wide objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                      |

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|                                                                  | <ul style="list-style-type: none"> <li>• Include documentation for each employee category (Operations/Field, Management, and Office/Admin).</li> <li>• Submit redacted performance evaluations or development plans showing employee-specific goals and progress.</li> <li>• Review the sample <a href="#">Goal setting document</a></li> </ul>                                                                                                                                                                   |
| <i>III.C2. Networking and Personal/Professional Development</i>  | <ul style="list-style-type: none"> <li>• Use the RP3 <a href="#">Networking and Professional Development template</a> and include the event name, date, employee category, and event type for each activity.</li> <li>• Include participation across all employee categories, not just a select group of employees.</li> <li>• Ensure each activity is clearly categorized and supported by documentation to help reviewers verify eligibility and avoid RFIs.</li> </ul>                                         |
| <i>IV.A1. Membership and Participation in an R&amp;D Program</i> | <ul style="list-style-type: none"> <li>• Clearly distinguish between membership and active participation.</li> <li>• DEED membership satisfies the membership requirement.</li> <li>• Provide specific examples of participation, such as grant applications, research projects, use of DEED resources, or implementing findings at your utility.</li> </ul>                                                                                                                                                      |
| <i>IV.B1. System Maintenance</i>                                 | <ul style="list-style-type: none"> <li>• Provide a completed maintenance or inspection record for each selected asset.</li> <li>• Assets selected without supporting documents will not receive credit.</li> </ul>                                                                                                                                                                                                                                                                                                |
| <i>IV.B2. System Losses</i>                                      | <ul style="list-style-type: none"> <li>• Provide your calculated system loss %.</li> <li>• Attach the formula used or the method of calculating the percentage.</li> <li>• Include your system loss target.</li> <li>• Your <a href="#">EIA-861</a> submission (Schedule 2, Part B) may help support your response.</li> </ul>                                                                                                                                                                                    |
| <i>IV.B3. Planning Study or Analysis</i>                         | <ul style="list-style-type: none"> <li>• Planning study must be completed or reviewed during the application period (10/1/2023 – 9/30/2026).</li> <li>• Study should cover the current application year (10/1/2025 – 9/30/2026).</li> <li>• Study should include load forecasts and capacity studies and other relevant topics.</li> <li>• An executive summary or table of contents is sufficient for documentation.</li> <li>• If submitting the full study, highlight relevant sections for review.</li> </ul> |
| <i>IV.C1. Near-Term Capital Projects and O&amp;M Expenses</i>    | <ul style="list-style-type: none"> <li>• Include projects from the past two years and the next two years (2024-2027).</li> <li>• Provide Capital Improvement and O&amp;M budgets.</li> <li>• Include concise project descriptions.</li> <li>• Please refer to the sample <a href="#">Capital and O&amp;M Budget with Descriptions</a>.</li> </ul>                                                                                                                                                                 |